

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Staff Services Analyst
Position #:	051-640-5157-026
Salary Range:	\$2817-\$4446
Issue Date:	January 30, 2009
Contact:	Laura Nicholls (916) 323-1598
Location:	Division of Audits 300 Capitol Mall, Ste 518 Sacramento, CA 95814
Final Filing Date:	Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

With general direction provided by a Senior Management Auditor, the incumbent will serve as a staff resource and provide analytical support for implementing functions related to the Unclaimed Property Program within the Division of Audits. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Perform daily operational tasks of overseeing third-party contractors by reviewing and processing audit requests, reviewing and monitoring work-in-progress, analyzing work-in-progress reports submitted by the contractors, and reviewing and processing invoices for approval/payments.
- Reconcile monthly unclaimed property reports and invoice payments with Unclaimed Property Division. Prepare monthly contractor payment totals for management reports.
- Research and analyze for field examination probable industries and/or unclaimed property holders to identify under-reporting or non-reporting holders; summarize to management analyses that include background, company information, industry statistics, and reporting history.
- Develop and maintain examination inventory and dispositions of examinations (i.e., findings, collection efforts, etc.); develop a desk examination protocol and follow up with holders for future compliance; prepare periodic updates of examination status detailing pending examinations, collections, and remittances.
- Design and develop educational pamphlets and brochures for holder outreach; coordinate data collection with the Division of Collections regarding unclaimed property reporting; compile examination statistics for legislative reports; provide analysis and consultation services to management as needed.
- Update and maintain library of resource references (such as laws and regulations, legal opinions, etc.); track, analyze, and apprise management of proposed statutes or changes to unclaimed property laws and regulations.
- Assist in implement new recommendations and procedures as adopted for the Bureau; coordinate operation and support functions between the two SCO offices (Sacramento and Culver City).

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Ste 418
Sacramento, CA 95814